



HOPI CANCER SUPPORT SERVICE PROGRAM
(Hopi Office of Cancer Prevention & Intervention)

COORDINATOR – Hopi Cancer Assistance Fund Program

INTRODUCTION: This position provides assistance and support services to program clients for referral to identified resources and direct services needed to receive proper medical treatment & therapy, counseling, etc., and for participation in training & educational seminars to address their needs. The incumbent also coordinates fund raising campaigns to raise needed funds to support the client's individual financial needs and service plan through collaboration with the Hopi Cancer Assistance Fund (HCAF) Board.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Manages and administers the Hopi Cancer Assistance Fund Program. Develops Fund generating plans and conducts research to identify potential revenue sources, etc. Administers program activities in accordance with established Tribal Management policies & procedures and document processing procedures.
2. Maintains an effective working relationship with the HCAF Board under the auspices of the Hopi Cancer Assistance Program (HCAF). Provides Administrative Assistance to the Community Board regarding program planning & evaluations, fund raising campaigns, contract & budget administration, accounts management, preparation of quarterly & annual reports for submittal to funding agencies and other entities. Provides administrative support to the Board with the scheduling and coordination of regular & special meetings, includes taking minutes, transcribing & distribution of meeting minutes for review of the Board.
3. Prepares and submits office budget/proposals, modifications/amendments and generates required reports; monitors all cuff accounts; reconciles against expenditure reports generated by the finance office; performs general support duties to implement administrative actions required by tribal policies and procedures.
4. Provides direct program services for clients/families to assist them with completing applications for financial resources needed to supplement funding needs for attending Medical Treatment, Physical Therapy, Counseling Sessions, Support Group Sessions, participation in seminars & motivational events/activities, etc. Provides assistance to clients with training & seminar registration and travel arrangements.
5. Maintains confidential records of clients ensuring compliance with applicable Federal, State, and Tribal Privacy Laws & Regulations.
6. Establishes and maintains a collaborative & cooperative relationship with North Country Health Care to allow clients to participate in the educational seminars pertaining to Down-Winders Program. Provides assistance to clients with completing applications for services provided through the Down Winders Program and for submittal to the federal government agencies.

COMPLEXITY: The work involves varied duties requiring related case management processes and methods, practices based on the assessment of clients needs. Assignments are characterized by their breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include an evaluation of related issues and elements, requiring probing and analysis to determine the course of action needed to address clienteles' needs and service plans.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Hopi Cancer Support Service Administrator. The supervisor and incumbent, in consultation, set the overall objectives, priorities and timelines and resources available. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

PERSONAL CONTACTS: Contacts are with applicants and program participants & family members and Tribal Council, tribal & village officials/staff, other public/private organizations, funding agency representatives and the general public. The purpose of these contacts are to obtain needed services for clients and to exchange factual information related to planning & coordinating program activities., project management & assessment, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings, weekends holidays when necessary to accomplish the work. Moderate travel by automobile on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associates Degree in Public or Business Administration or Public Health Service Administration field;

AND

B. Experience: Three (3) years related work experience involving program planning/administration, contract/grant program coordination, fund raising campaigns, etc.;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of modern principles and practices of strategic planning, program operations
- Knowledge of grant writing and negotiation
- Knowledge of tribal, federal & state funding sources, regulations and application processes
- Knowledge of the socio-economic realities existing on Indian Reservations
- Knowledge of cancer health issues
- Knowledge of fund revenue development and public campaigns

B. Skills:

- Skill in writing correspondences, reports, etc and communicating with the public
- Skill in fostering teamwork and collaborative relationships among staff and service providers
- Skill in organizational development & assessment and project planning
- Skill in administration relevant to women's health clinics
- Skill in providing excellent customer service and public relations

C. Abilities:


- Ability to plan, develop, implement and manage the administrative operations of a public service program
- Ability to liaise with various governmental agencies, private businesses and resource development representatives
- Ability to analyze & assess programmatic functions & administrative systems and develop appropriate improvement plans and/or corrective action measures
- Ability to plan, develop, administer and implement a community based services program


NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Driver's license and pass & complete the Hopi Tribe's Defensive Driving Course.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language.

REVIEWED BY:  _____ 3/8/10
Hiring Authority Date

APPROVED BY:  _____ 03-08-2010
Personnel Director Date